



Background Information

The SAP Human Resources module allows Navy MWR to consolidate ALL personnel, benefits and retirement data into one centralized database.

The new system is unlike anything you have seen before, and can be somewhat intimidating at first. However, this user guide is written by MWR team members who are familiar with how you do business, and is therefore a great tool for you to use as you get comfortable with the system.

This guide will take you through the entire system, from logging on, to completing the most involved tasks.

Because SAP is a dynamic system, and you will be working with dynamic data, these documents are truly “works in progress” and as such will never be completely finished. As you in the field, as well as our headquarters’ staff, discover new and better ways to accomplish a task or new reporting requirements arise based on these new tasks, the documentation will be corrected and additions and replacements to these manuals will be published.

Please accept this documentation as your own. Make notes regarding any errors, procedural mistakes and irregular results that appear based on the steps illustrated in this manual. Send your suggestions and corrections to the SAP help desk at the address located on the first page of this manual.

◆ Overview

The aim in the Human Resources component is to be able to process employee related data according to business requirements in an effective structure.

The Human Resources module uses a system of data types called infotypes.

Data that is grouped according to content.

In as far as infotypes' data structure is concerned and in a technical respect, infotypes mirror a quantity of connected data records; infotypes are identifiable through a four character numerical string [e.g. infotype Addresses (0006)].

You can save the infotypes as time-dependent to enable a retro-active evaluation of employee data.

The infotypes appear as an entry screen for the user, through which you can maintain infotype records. Infotypes can be processed individually or in fast entry mode.

The following possibilities are available for processing infotype records:

- Create
- Change
- Copy
- Delimit
- Delete

Each of these is explained in more detail later in this guide.

These are the infotypes that will be used in the MWR/VQ systems.

Infotype Number	Infotype Text Description
0000	Actions
0001	Organizational Assignment
0002	Personal Data
0004	Challenge
0006	Addresses
0007	Planned Working Time
0008	Basic Pay
0009	Bank Details
0013	Social Insurance Deductions
0014	Recurring Payments/Deds
0015	Additional Payments
0019	Monitoring of Dates
0021	Family/Related Person
0022	Education
0025	Appraisals
0034	Corporate Function
0035	Company Instructions
0040	Objects on Loan
0041	Date Specifications
0048	Residence Status
0077	Additional Personal Data
0094	Residence Status
0105	Communication
0167	Health Plans
0168	Insurance Plans
0169	Savings Plans
0170	Flexible Spending Accounts
0171	General Benefits Information
0172	FSA Claims
0207	Residence Tax Area
0208	Work Tax Area
0209	Unemployment State
0210	Withholding info W4/W5 US
0377	Miscellaneous Plans
0378	Adjustment Reasons
9001	DOD/MWR Specific Data
9002	Payroll Import Data
9003	Retirement Plan Data at Termination

◆ Logging On and Off

Before you can use SAP, you must log on. When you are finished working on your tasks in SAP, you log off. The first time that you log on, it will be with a generic password that your administrator will provide you. You will be prompted to change your password every 90 days.



Starting SAP

To start SAP, proceed as follows:

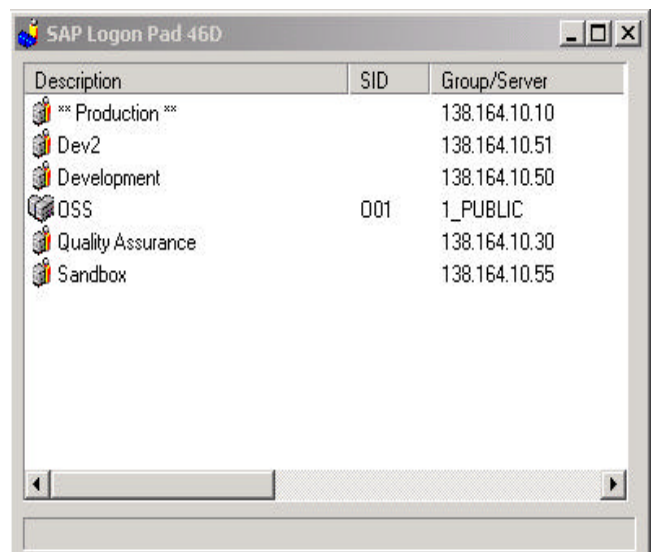
Double click on the desktop icon.———



The SAP Logon screen appears.

You will be presented with the client choices shown in the dialog box.

Double click the icon for the client in which you will be working.



The logon screen (with the title SAP R/3) appears in a new window, as shown below, and you are now ready to complete the log on process.

SAP R/3

User System Help

New password

Client 100

User ?

Password *****

Language

Navy Personnel Command
Morale, Welfare and Recreation

AIMS SAP R/3 Version 4.6B

DV2 (1) (000) mwrsp5 INS 09:18

Logging On

Before you log on, make sure you know the client number, your userID and password.

During the SAP Logon process and while you work in SAP, you are often instructed to press the TAB key after you enter data in a field. When you press the TAB key, the cursor moves to the beginning of the next field.

If you are logging on for the first time:

Your system administrator will provide you a password to use when you log on for the first time. During this initial process of logging on, you must provide a new password, one that you create. After that, you will use your own password whenever you log on. (These procedures might differ somewhat from what your system administrator might determine is suitable for your local situation; see your system administrator for details)

To log on to SAP, make the following entries in the fields on the logon screen:

1. In the client field, enter the client number (The correct client number usually appears automatically when working in the Production client. If you are working in a client for “playing” purposes, you might need to change the number. For example, when working in QA 200, you need to change the client number to 200.)


If a default number appears in this field, you can change it by overtyping it or accept it by leaving as is.

2. Press the TAB key to move to the next field.
3. In the User ID field, enter your User ID
4. Press the TAB key to move to the next field.
5. In the password field, enter the initial password your system administrator has given you.



Note: As you type the password, the asterisks remain in the field and only the cursor moves. As a security measure, the system does not display what you type.


6. The new password dialog box is displayed as shown:

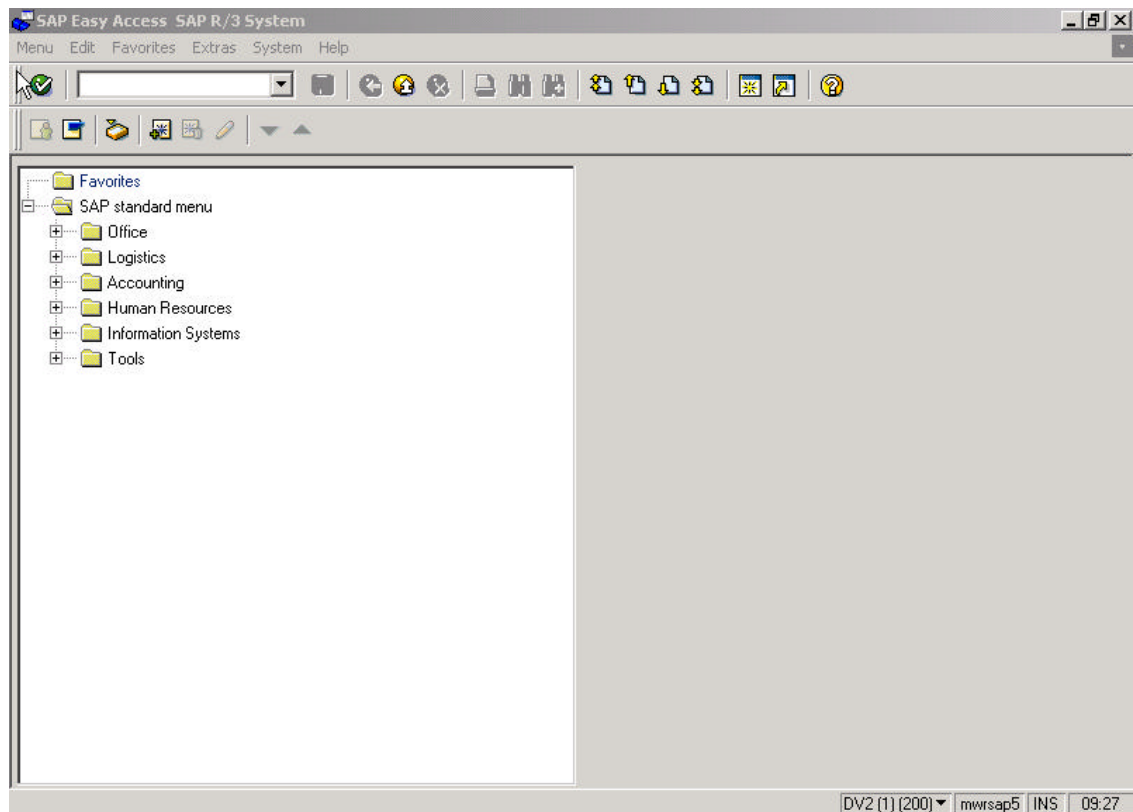
7. In the New password field, enter a new password. (See Rules for creating a password, if you need help.)
8. Press the TAB key to move the cursor to the Repeat password field.
9. In the Repeat password field, enter your new password again, exactly as you entered it the first time.
10. Press ENTER or click the green check  mark to log on to SAP.

If you have logged on previously:

1. In the client field, enter the client number
2. Press the TAB key to move to the next field.
3. In the User ID field, enter your User ID.
4. Press the TAB key to move to the next field.

In the Password field, enter your password and note that the asterisks remain in the field and only the cursor moves. As a security measure, the system does not display what you type.

5. Press ENTER or click the green check mark  to log on to SAP.
6. You have successfully logged on to SAP



◆ Rules for creating a Password

A password is a combination of characters that you enter every time you log on to SAP. Your password prevents other people from accessing or changing your work.

Remember your password, you cannot log on to SAP without it.

Follow these rules when creating a password:

1. It must have exactly 8 characters.
2. You may use any combination of alphanumeric characters. Valid characters include: the letters “a through z” and the numbers “0 through 9”
3. Do **NOT** begin a password with any of the following: a question mark, an exclamation point or a blank space.
4. Do NOT begin a password with three identical characters (for example, bbbat)
5. Do NOT begin a password with any sequence of three characters that is contained in your User ID (for example, “smi”, if your User ID is “sea_dsmi”)
6. Do NOT use “password” as your password
7. Do NOT use any of the last five passwords you used (does not apply the first time you log on)

YOU WILL BE PROMPTED TO CHANGE YOUR PASSWORD EVERY 90 DAYS. DO NOT USE A PASSWORD YOU HAVE USED PREVIOUSLY WHEN PROMPTED TO CHANGE YOUR PASSWORD TO A NEW ONE.




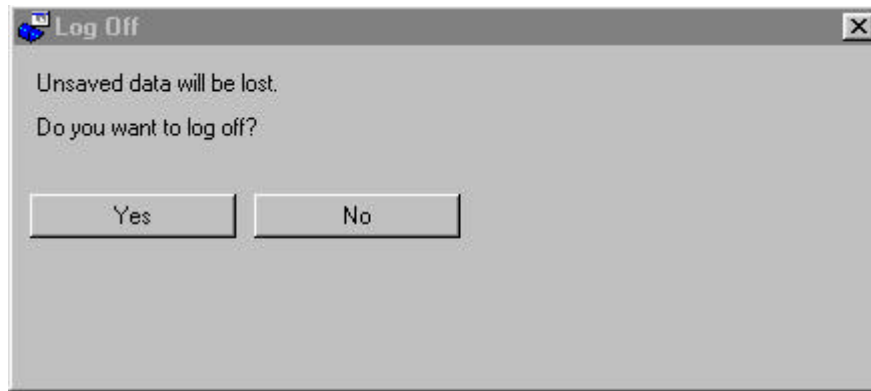
NOTE: In SAP, passwords are NOT case-sensitive.

Logging Off

You can log off SAP from any screen.

To log off SAP, follow these steps:

1. From the menu bar, choose System → Log off OR click the  in the upper right corner of the window.
2. The Log Off dialog box appears (as shown here) informing you that any data you have not saved will be lost if you proceed with logging off.



3. If you are not certain that you have saved all your data, click **No**. You will return to the screen you were working on.
4. If you are certain that you have saved all the data you want to save, click **Yes**. All of your SAP sessions are closed and you are returned to your Windows environment. You have successfully logged off the system.

◆ Learning the Basics

After logging on, you can take a tour of the standard elements of an SAP window by clicking on the various parts of it.

Personnel Actions

HR Master Data Edit Goto Extras Utilities Settings System Help

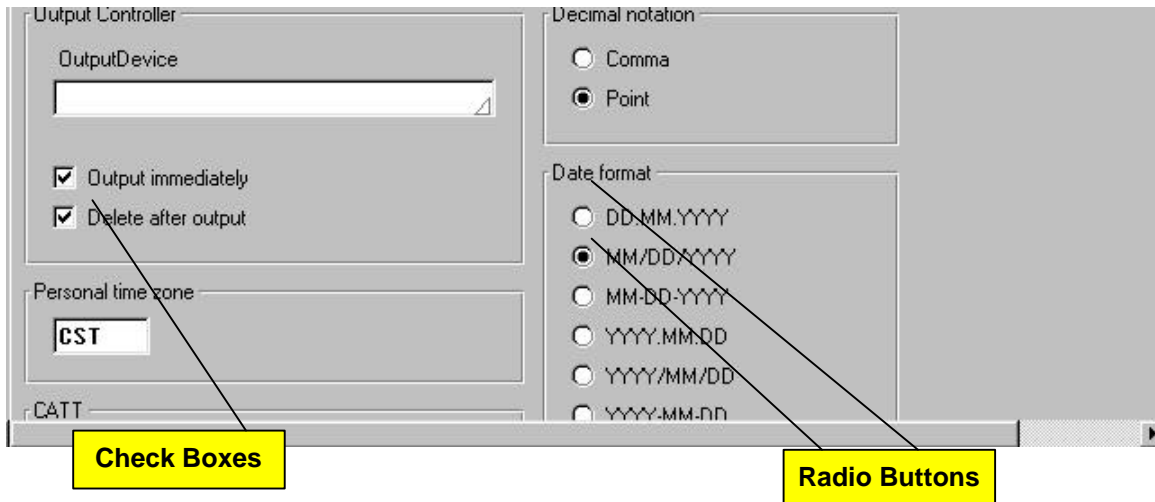
Personnel no.

From

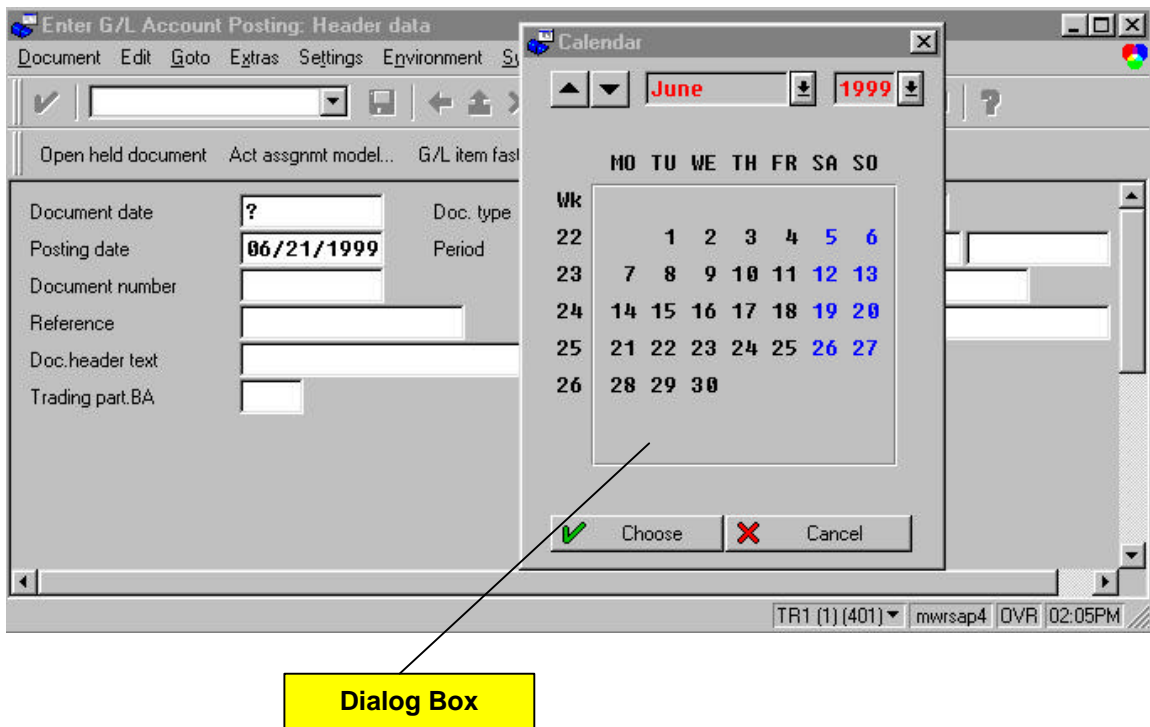
Action type	Personnel no.	EE group	EE subgroup
<input type="checkbox"/> Hiring			
<input type="checkbox"/> Organizational reassignment			
<input type="checkbox"/> Transfer (EDP) - active			
<input type="checkbox"/> Transfer (EDP) - retiree			
<input type="checkbox"/> Change in pay			
<input type="checkbox"/> Early retirement/retirement			
<input type="checkbox"/> Leaving			
<input type="checkbox"/> Reentry into company			
<input type="checkbox"/> Time recording (mini master)			
<input type="checkbox"/> Time rec.(supplement)			

DV2 (1) (200) mwrsap5 INS 09:36

Depending on your actions as you work in SAP, you may also see radio buttons and check boxes in a window. A group of radio buttons only allows one choice while a group of check boxes allows as many to be checked as applicable.



One final element of the window that you will see when working with SAP is the dialog box. A dialog box (the calendar) is displayed in the window shown here.






Tour of the Menu Bar

HR Master Data Edit Goto Extras Utilities Settings System Help



Menus are displayed in the menu bar and in the Easy Access tree structure. The menus that appear in the menu bar are determined by the task you are doing in SAP. Therefore, you will see different menus as you work on different tasks. The menu bar shown above is typical.

The following are menus available from every screen in SAP.

Menu	Description
System	The System menu contains functions that affect the system as a whole, such as Create session, User Profile, and Log Off.
Help	The Help menu contains functions for accessing the various forms or online help that are available in SAP.
	The last menu on the menu bar, on the right, is the Options menu. The functions of this menu allow you to modify the appearance of your SAP window. (For example, the text colors and the behavior of the TAB key)

The following shows the menus that are standard in most SAP applications

Menu	Description
<Object>	The first item in the menu bar is usually named after the object you are currently working with, for example, <i>HR Master Data</i> . This menu contains functions that affect the object as a whole. This includes functions like Display or Maintain. In addition, this menu also offers the Exit function, which allows you to close the current task.
Edit	The second menu in the menu bar is the Edit menu. The Edit menu contains the actions that you can use to edit components of the current object, for example Select, Edit, and Copy. This menu also contains the Cancel function, which allows you to leave a task without the system checking and saving the data you have entered.
GoTo	The third menu in the menu bar is the GoTo menu. It contains functions that allow you to move directly to other screens in the task you are currently working in. It also contains the Back function, which allows you to go back one level in the System hierarchy. Before going back, the system checks the data you have entered on the current screen and displays a dialog box if there is a problem.

In addition to those menus listed above, the following may also be displayed:

Extras	The Extras menu contains functions you can choose to complete the current object or an object component. These are usually functions you do not constantly need.
Utilities	The Utilities menu contains functions you can perform for the data you are entering or changing.
Settings	The Settings menu contains functions you can choose to set user-specific transaction parameters.

Sometimes all the available menus will not fit on one line and, as a result, they wrap to the next line. Whether a menu is on the first or the second line does not affect how you work with it.



Customizing Display Options


Displaying and Hiding Grid Lines in Lists

You can choose to display or hide grid lines in List. You can also choose between two types of grid-line displays: regular and three-dimensional (3D)

The following is an example of grid lines in List:

Hit List					
SearchTerm	PostalCode	City	Name 1	Customer	CoCd
AIT	50997	KÖLN	A.I.T. GMBH	1400	3000
BIKES	93456	CAMDEN	THE BIKES SHOP	1780	3000
CAS	01187	DRESDEN	C.A.S. COMPUTER APPLICATI	1460	3000
CHRISTAL	30625	HANNOVER	CHRISTAL CLEAR	1300	3000
CYCLES	19139	PHILADELPHIA	CYCLES INC.	1770	3000

To change the grid lines in Lists:

1. In the  menu, choose Options.
2. Select the Colors in Lists tab.

3. To have the grid lines display in Lists, select the check box next to the Lines in Lists in the Options box. This is for the regular lines, not the 3D.
4. To hide all grid lines (Regular and 3D), deselect the check box next to 3D Effects in the **Colors in Forms** tab.



NOTE: For grid lines to appear in 3D both the 3D Effects and Lines in Lists check boxes must be selected. Just selecting the 3D Effects check box is not enough.

5. To confirm your choices, click on OK (You can click on Cancel to reset the grid line options to the previous settings) The Options dialog box closes




Enabling and Disabling Automatic Tabbing Between Fields

You can determine whether the system should automatically move the cursor to the next input field when the cursor reaches the end of the current field. Automatic tabbing (AutoTAB) is useful when you must enter data in many fields and you don't want to have to press the TAB key to move from field to field.



NOTE: AutoTAB only works at the end of a field. If a field can hold 12 characters and you only enter 7, you still have to press the TAB key to go to the next input field.

To turn automatic tabbing between input fields on and off:

1. In the  menu, choose Options.
2. Choose the Cursor tab.
3. To enable AutoTAB, select the check box next to "Automatic TAB at Field End".
4. To disable AutoTAB, deselect the check box next to "Automatic TAB at Field End".
5. To confirm your choice, click on OK. (You can click on Cancel to reset AutoTAB option to the previous setting).




Determining Cursor Placement

In SAP, you can determine where you want the cursor to appear when you click in the blank area of an input field. You can set the cursor to jump to the right of any text that is already in a field by clicking anywhere to the right of the text, effectively treating blank spaces to the right of any text as if they were not blank. Alternatively, you can set the cursor to appear exactly where you place it in the field, whether there are blank spaces or not.

If you primarily work in a task that requires entering data in a lot of empty input fields, it is helpful to have the cursor appear at the end of any text when you click anywhere behind the text. (This is the default setting). This way, when the input field is empty, the cursor will appear at the beginning, allowing the user to freely enter data without worrying about extra spaces in front of the cursor.

To change the way SAP places the cursor:


1. In the  menu, choose Options.
2. Choose the Cursor tab.
3. To have the system automatically place the cursor at the end of any text in an input field when you click to the right of the text, select the check box next to “Cursor to End of Text”.
4. To have the system place the cursor exactly where you click in an input field, even if the input field is empty, deselect the check box next to “Cursor to End of Text”.
5. Click on OK.




Creating Screen Shots

There are times when it is useful to have a hardcopy of a screen. One example is when you have a problem within the system and have trouble describing the look of the screen to a remote help desk and it would be advantageous to fax a hardcopy of the screen.

To create the hardcopy:

1. In the  menu, select Hardcopy
2. A hardcopy of the screen shot is printed out at the default printer specified for your PC.



NOTE: You cannot take a screen shot of a screen with an open dialog box, because you cannot access the  menu. However, there is a Windows work around. Press the Print Screen key on your PC. This will store a copy of your screen into the clipboard. Open MS Word or Wordpad and paste the image that was stored on the clipboard.

♦ Working with Sessions

You might want to work on more than one task at a time while in SAP. In this case, you may create a new session. You can open up to nine sessions and do a different task, or the same task, in each one. You can move around between the open sessions, and you can close any session without having to log off the system.



Creating a New Session

You can create a session at any time and from any screen in the system; you do not lose any data in sessions that are already open. Nine sessions can be created. Each session you create is as if you logged on the system again. Consequently, the system has more work to do, which can affect how fast it responds to your requests.

Steps for creating a new session:

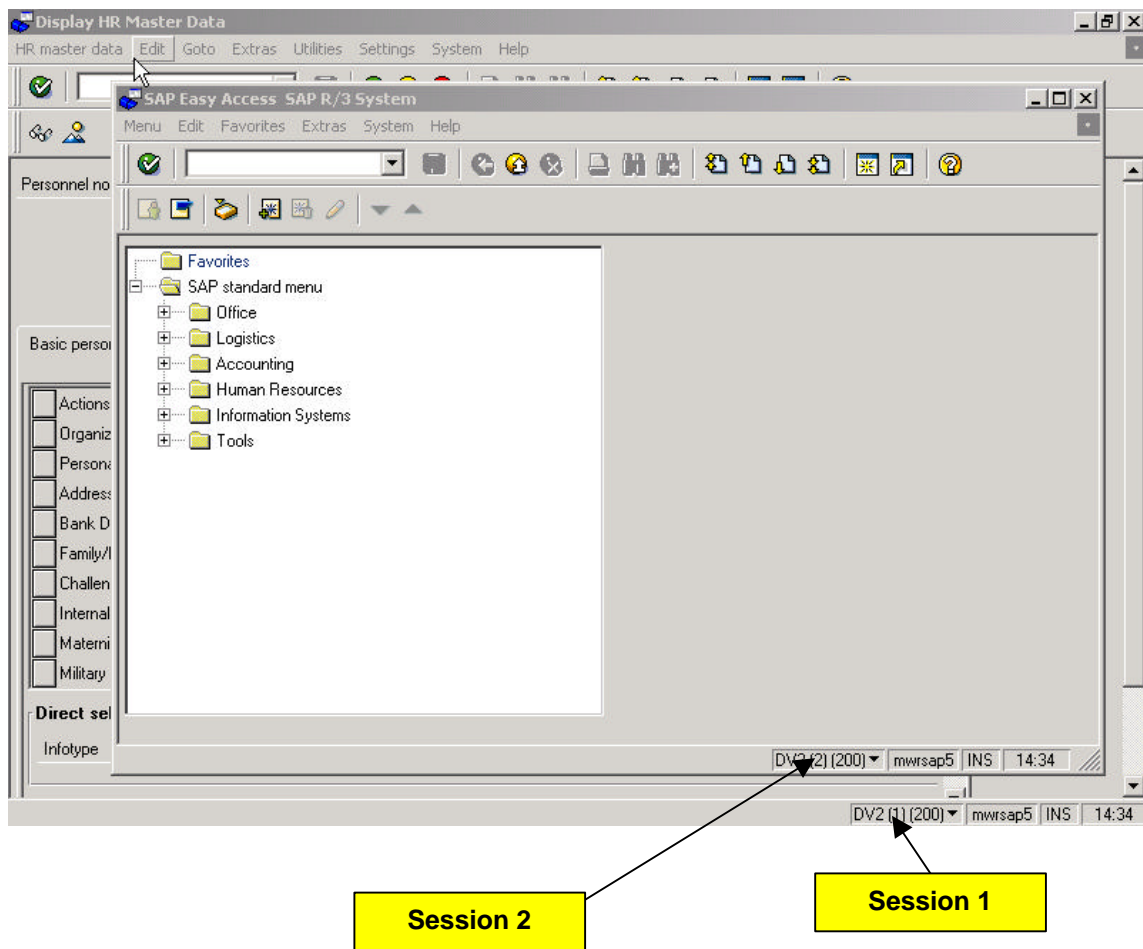
To create a new session from anywhere in the system, use the following menu path:

Menu path: SYSTEM → Create session

Alternatively, you may click this icon from the menu bar 

The system opens an additional window with the new session running in it. The system places this new window in front of all the other windows on your computer screen. The new session becomes the active session and will remain so until you either move to a different (either pre-existing or new) session.

The following shows the new session window on top of the existing one. Note the session number in parentheses in the status bar.





Moving among Sessions

You can move easily among sessions. As you move between sessions, no data is lost.

As long as you remain logged on to SAP, you can leave any session for as long as you like. Moving to a different session is like putting a telephone call on hold: you can resume whenever you are ready.

Steps for moving To a Different Session

One method of moving between sessions is to use the keyboard shortcut key ALT + TAB. Using these keys will move you between the open sessions.

Alternatively, you may click the icon representing the session on the taskbar at the bottom of the Windows 95/98/NT screen.

The most cumbersome method of moving between sessions is to minimize the session you are working on to expose the session you wish to move to.



Ending a Session


After you are finished working with a session, it is a good idea to close it. Each session uses system resources and the more sessions open at the same time is reflected in the speed that the system is able to respond to your requests.



WARNING: Before you end a session, save any data that you wish to keep. When you end a session, the system will NOT prompt you to save your data. However, if you have only one session open and you end it, you will log off the system. Before logging you off, the system WILL prompt you to save your data.

1. Menu path: SYSTEM → End Session

OR

2. Click the  in the upper right corner of the window holding the session you want to close.
3. Type “/nex” in the command line (Without the Quotes) and click the Enter icon. This sequence will NOT prompt you to save your data and ends all open sessions and logs you off SAP.

When you close one session you will be returned to the previous session.

◆ Getting around in SAP

In SAP, there are two ways to perform a task:

1. You can select the task from a series of menus and functions. With menus, you can easily find your application without having to memorize special codes.
2. You can enter a transaction code in the command field. With transaction codes, you can go directly to a task without having to travel through several different menus.

You can also create or combine functions into a custom user menu. A custom user menu allows you to quickly find and choose a function, without navigating through multiple levels of menus.



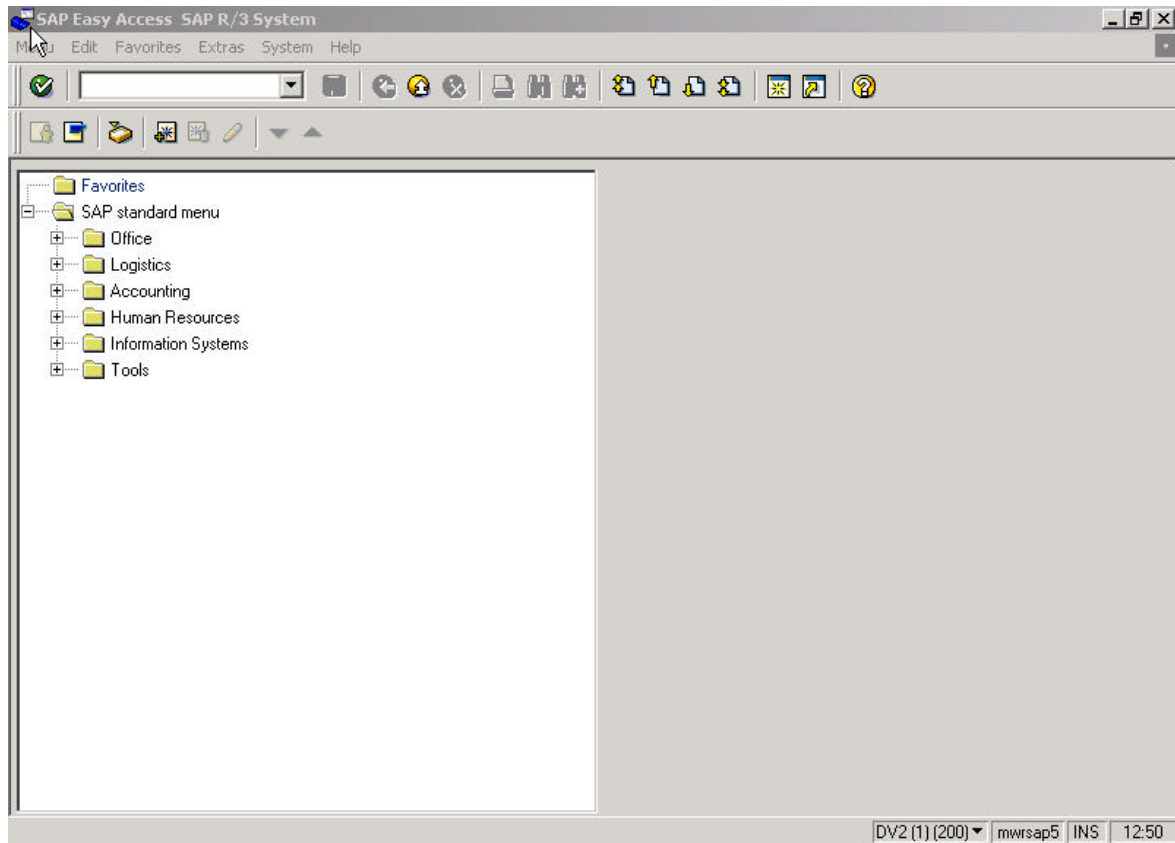
Using Menus to Select a Task

After you log on to SAP, you need to choose the application and the task that you want to work on, then choose a function to start the task. As you are working, you may decide to start a different task, at which point you will need to choose a new application and function.

Using the menus in the menu bar, you can navigate to the application and the task you want to start, and you can choose the function to start the task. With menus, you can easily find your application and functions without having to memorize transaction codes.

Easy Access Menu

To choose the application you want to work in, such as HR or Accounting, double click the appropriate application from the Easy Access menu, as shown below. As you can surmise from this view, this menu tree, as well as some additional report trees, mirror what you already know working with Windows Explorer. The nodes may be expanded or collapsed as you drill deeper into the structure. It is a more visual way of navigating through the system.



Choosing Menus and Functions with the Mouse

Once you have chosen an application, you will be taken to the appropriate SAP window. In this window, you will see the menu bar as discussed previously. To choose a menu with the mouse, proceed as follows:

1. In the menu bar, click on the menu you want to choose.

The menu opens, and its contents (functions, sub-menus, or both) are displayed as shown here. If the menu contains sub-menus, these are indicated by an arrow to the right of the menu item.



To choose a sub-menu item: From the menu screen click on the sub-menu that you want to choose. The sub-menu opens next to the original menu and its contents are displayed.

On the open menu or sub-menu, click on the function you wish to choose.

The displayed menu and any sub-menus are closed and the function you chose is performed.

Canceling a Menu or Sub-Menu Choice

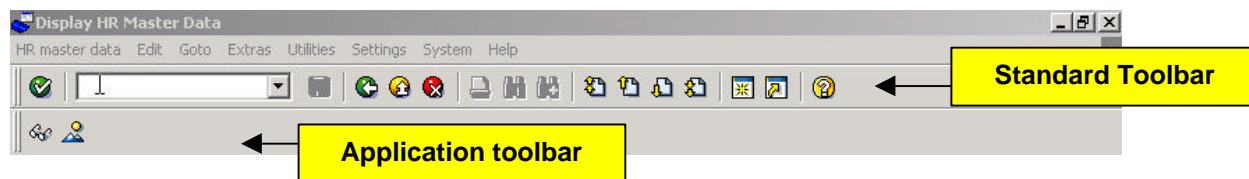
1. Click on any area outside the menu or sub-menu and the displayed menu and sub-menu are closed.

Steps for Choosing a function from a Menu or sub-Menu:

Shortcut: choosing functions from the Toolbars

Depending on the task you are performing, certain buttons will be available in the standard toolbar and in the application toolbar. These buttons have various functions such as Save, Display, Enter or Exit.

A typical application toolbar is shown here:



To choose a function with one of these buttons, simply click on the appropriate button.



Jumping Directly to a Task with Transaction Codes

By entering a transaction code instead of using menu paths, you can go directly to a task and start the function in a single step.

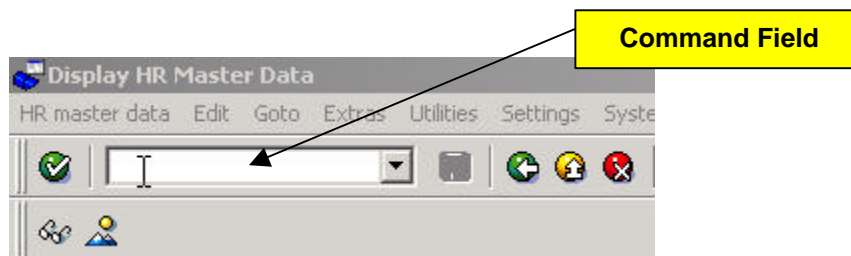
Note that not all transactions codes in HR will take you directly to an input screen. Some transactions codes will take you to a beginning screen, for which you must make some choices before being taken to the appropriate input screen.

What is a Transaction Code?

A transaction code is a variable length character code that takes you directly to the screen for the task you wish to perform. For example, say you are working in the Personnel Management application and your task is to display a master record. You can use the menu paths to display a master record, or you can use transaction code PA20 – the transaction code for displaying a master record in the Personnel Management application.

You can use a transaction codes to go to tasks in other applications, not just the one you are working in. By using the correct transaction code, you could go from a task in the Personnel Management application to a task in the Organizational Management application.

Each function in SAP has a transaction code associated with it. A transaction code consists of letters, numbers, or both. “PA70” and “PPM_OLD” are both valid transaction codes. You enter transaction codes in the command field.

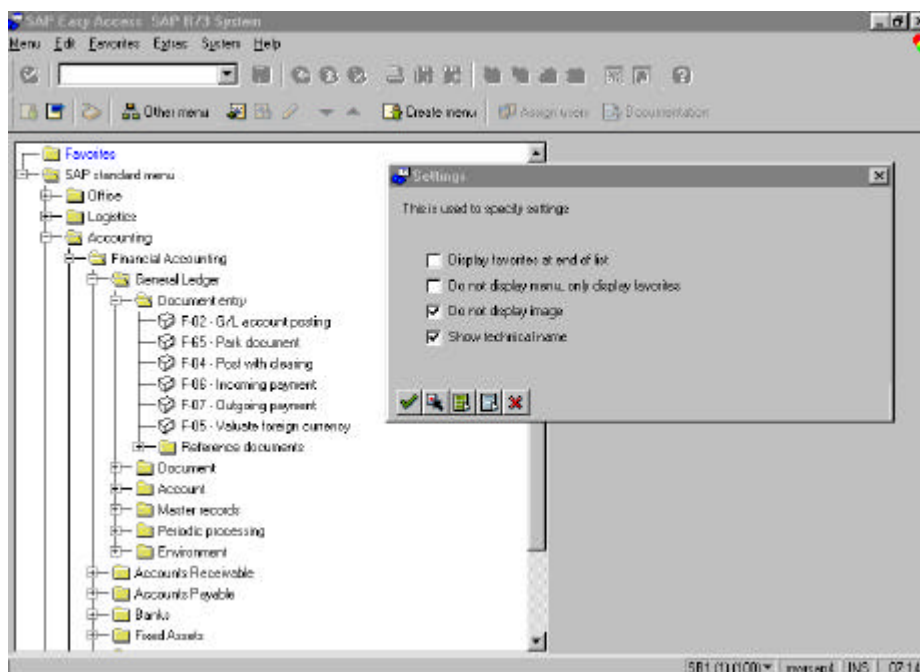


Before you can use a transaction code, you have to find the transaction code for the task that you want to start. Then you use the transaction code to start that task.

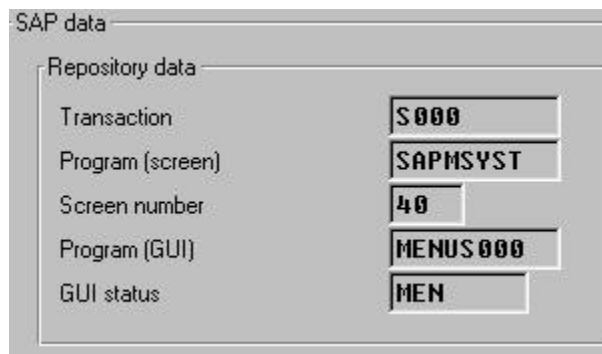
Finding the Transaction Code for the Task You Want to Start

There are a number of ways to determine the Transaction Code for the process that you wish to start. Two of the easiest ways are as follows:

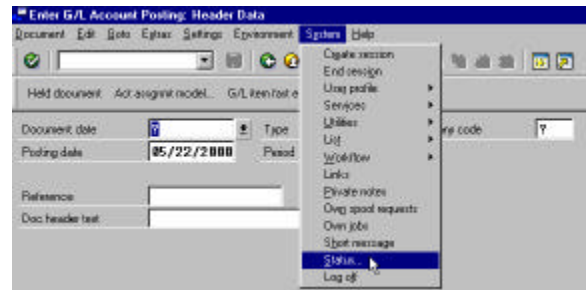
First, when you first open the SAP system and the tree structure is shown, by clicking the Settings menu item and making sure that “Show Technical Name” is checked, the transaction code for the individual process will be shown on the tree structure at the lowest level. This is shown on the illustration below. For example, the Transaction code for Display Master Data is PA20.



In addition to this method of determining the Transaction Code for a particular procedure, you may also click the drop-down arrow located on the status bar at the lower right corner of the screen. The pop-up window will also list the Transaction Code.



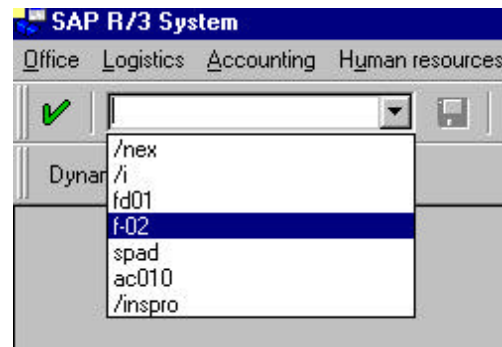
Also, once you open the procedure through the transaction codes or through the menu path, you may click the System menu and the Status subdirectory for the transaction code information.



In addition to this simple method, once you open a task through the menu paths or transaction codes, a record of this is stored within the command field control and can be accessed by clicking on the dropdown arrow.

(This is called the Possible Entries arrow)

1. Click on the transaction code you want to use to highlight it.
2. Press the ENTER key or click the Green Arrow.



Entering a Transaction Code

Once you have found the transaction code for the task you want to start, you can enter the code.

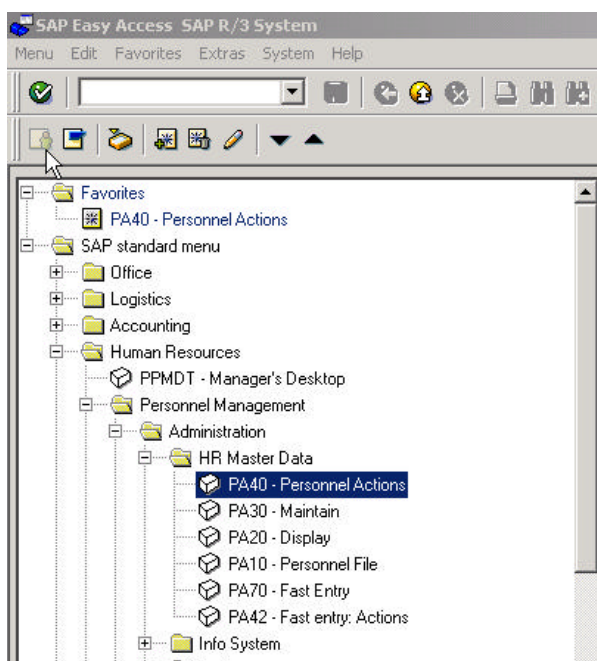
1. Place the cursor in the command field. Do this by clicking in the field with the mouse or by pressing CTRL+TAB.
2. Enter /n (to end the current task) followed by a transaction code. For example, for transaction code “fd01”, you would enter “/nfd01”
3. Press the ENTER key or click the Green arrow.



Using the Favorites List

One of the more productive ways of working within SAP is to use the Favorites procedure. As a user works within the system for some time, they will find that they are using the same transactions over and over again. The system has a built-in method of gathering all of these dissimilar URL's (web pages), documents and procedures into one area labeled Favorites.

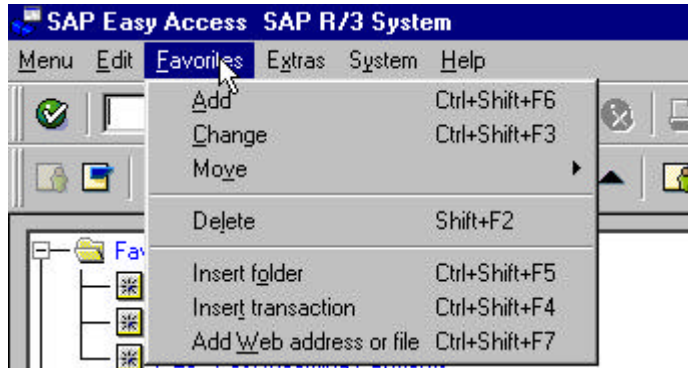
There are many ways to add to your Favorites list. One of the easiest is illustrated below. In our example, the user is Personnel Specialist whose main efforts are directed in the Personnel Actions entry procedure. By clicking on the PA40 – Personnel Actions node under the path Human Resources > Personnel Management > HR Master Data, the user can “drag and drop” the node on the Favorites folder on the tree. When this user logs on and exposes the Easy Access tree, they can click directly on the PA40 Personnel Actions node in the Favorites folder and go directly to the opening screen within this procedure without traveling through the entire menu path.



As you can see, the PA40 – Personnel Actions node in the full path has been dragged and dropped on to the Favorites folder at the top of the tree.

Alternatively, when you are working in a procedure and would like to add it to your personal favorites listing, you may use the menu path as follows. **SYSTEM > USER PROFILE > EXPAND FAVORITES**. By clicking on Expand Favorites, the procedure that you are working on is added to your favorites folder. By going back to the Easy Access tree structure and checking the contents of the Favorites folder, you may verify that the procedure has indeed been added.

The third method of maintaining the Favorites list is to use the Drop Down Favorites menu on the top menu bar. From this drop-down menu, you may Add, Change, Move (Up or Down in the hierarchy), Delete, Insert a folder into the tree structure, Insert a transaction and Add a Web address or file.



This is a very valuable tool within the system. This puts all of your commonly used procedures, transactions, reports, etc. available to you with a minimum of mouse clicks.

◆ Entering Information



Entering Data in Fields

Most of the tasks that you will perform in SAP involve data entry. Typically, you enter data into the system in fields.

What is a Field?

A field consists of a field name and field data. Field data is a single unit of information, such as a customer's name or account number.

Most screens in SAP contain fields in which you enter data (Input fields) or that provide information to you (Display fields).

Field data varies in length and, correspondingly, input fields vary in length. The length of an input field determines how many characters you can enter in the field. The length of the rectangular box indicates the length of the longest valid data entry for that field. In this example, the longest valid entry is three characters.



Switching Between the Replace and Insert Modes

When you enter data in Input fields, two methods, or modes, for entering data are possible: Replace and Insert. In Replace mode, you type over data (if there is any) that is to the right of the cursor. In Insert mode, any data to the right of the cursor is moved to the right as you type.

In the standard system, the entry mode is set to Replace. Typically, you use the Replace mode to enter data into Input fields. However you may switch between the two modes by pressing the “Insert” key. This is a toggle that switches between the two modes. This means that the mode changes each time you press the “Insert” key.



Typing Data into an Input field

In the standard system, when you place the cursor anywhere in an empty input field, the cursor jumps to the beginning of the field, making data entry easy.

Steps for Typing Data Into an Input Field.

1. Click anywhere in the empty input field, the cursor jumps to the beginning of the field.
2. Type in the data.

If the data fills the input field, the cursor automatically moves to the next input field. Otherwise, the cursor remains in the input field until you press the TAB key to move it or you click on another input field.



Displaying and Using Possible Entries for an Input Field

If you are not sure what the valid entries are for an input field, you can display a list of possible entries for that field. From that list, you can then select an entry to transfer into the input field.

Not all input fields have lists of possible entries.

You cannot determine if a

list exists until you place the cursor in the input field. The only exception to this is for input fields that allow search help entries – these input fields have a small triangle in the lower right corner, indicating they have possible entries lists. (Note: the Customer Input Field above). Once you have placed the cursor in an input field, a possible entries arrow appears to the right of the field, if possible entries exist for the field.



Steps for Displaying Possible Entries

1. Click on the dropdown arrow. A dialog box appears with a list of possible entries for the field. An example of this type of dialog box appears here.



Personnel Number

Pers.ID modifier 10

ID number	PersNo	Start date	End date
001919876	00000410	01/01/1954	12/31/9999
002749576	00000191	10/16/1940	12/31/9999
003522726	00000232	11/20/1960	12/31/9999
010154234	00000505	01/01/1954	12/31/9999
012391234	00000315	01/01/1954	12/31/9999
012648136	00000257	05/30/1981	12/31/9999
012921234	00000433	01/01/1954	12/31/9999
017326008	00000247	12/02/1920	12/31/9999
019811209	00000434	01/01/1954	12/31/9999
022400667	00000210	06/11/1972	12/31/9999
026540319	00000589	06/03/1959	12/31/9999
045842053	00000525	10/08/1983	12/31/9999
047700446	00000543	04/27/1980	12/31/9999
056567905	00000267	10/16/1940	12/31/9999
065765765	00000506	01/01/1954	12/31/9999

2. In the list, find the entry that you want. If the list is too long to display in the dialog box, you may have to scroll up and down to find the entry that you want. You can use the scroll bar to do this.
3. Click on the entry and press ENTER, or simply double click on your choice.

The dialog box closes, and you return to the screen you were working in. The data that you selected for the possible entries list now appears in the input field.



Changing Data in an Input Field

Changing data in an input field can be done in various ways. The most straightforward approach is to switch the data entry mode to “Replace” and type over data already in the input field.



NOTE: Some input fields contain data that is for display purposes only; consequently you cannot change or delete data in these fields. Input fields that have the same color background as the background of the screen contain data that you cannot change.

1. Make sure you are in Replace mode (OVR in the status bar). If you are not, simply press the INSERT key to switch to Replace mode.
2. Place the cursor at the point in the data where you want to start typing.
3. Type over the old data. You can use the DELETE key to delete data to the right of the cursor.

To change other input fields, repeat steps 2 and 3.



Moving from Input Field to Input Field

To move the cursor from input field to input field in SAP, you can use the mouse or the keyboard.

To move to another input field using the mouse, simply click in the field where you wish to move.

To move the cursor to another field using the keyboard, use any of the following keys:

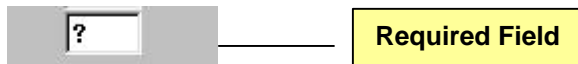
<u>Key</u>	<u>Moves the Cursor to</u>
TAB	moves the cursor to the beginning of the next input field.
SHIFT+TAB	moves the cursor to the beginning of the previous input field.
↓	Moves the cursor to the beginning of the next input field or next line.
↑	Move the cursor to the beginning of the previous input field or previous line.

In standard SAP, the cursor automatically moves to the next input field when it reaches the end of the current input field. This feature is called automatic tabbing. (AutoTAB) It is useful when you must enter data in many fields and you do not want to always have to press the TAB key to move from one input field to another.



Required Input Fields

When you work in SAP, you will often encounter fields with a question mark (?) in them. These input fields are called required fields. An example is shown here.



If the screen you are working on contains required fields, you must enter data in those input fields before you can proceed to the next screen in the task.

When you click on OK to proceed to another screen, if you have not completed all the required fields on a screen, SAP will display an error message in the status bar. At the same time, it will place the cursor in the required field so that you may make the necessary data entry.


In the HR module, this rule is sometimes not true. You may encounter question marks that allow you to pass through that screen. You will then be allowed to come back and fill in that field later. If you touch anything with an infotype, you will have to fill in all required fields. If you do not touch the infotypes, you can bypass them altogether and come back later. This is discussed in further detail throughout this guide. Call the help desk if you have trouble with this.



Ending A Task

After you have completed a task, you will want to end it. Sometimes, you might want to end a task without completing it.

To end a task:

1. In the menu bar, click on 
2. If you have already saved the data, or you haven't entered any data, the system ends the task and returns to the initial screen of your application.

If you entered data while working on this task, but did not save it yet, the system displays a dialog box prompting you to save your data. You have the following options:








- Click Yes to save the data and end the task.
- Click No to end the task without saving the data.
- Click Cancel to return to the task.













ABAP List Viewer (ALV) Grid Control

One of the new features of SAP 4.6 system is the ABAP List Viewer (ALV) which standardizes the use of certain reports in the SAP system. At this time, not all reports in the SAP system use the full range of ABAP List Viewer functions. Also, some reports use special functions that extend beyond the normal range of the ALV.

The following tables list the ALV functions with their respective icons.

Function	
	Full-screen mode
Choose detail	
Find	
Sort:	
Ascending order	
Descending order	
Set and delete filter	
Display and delete totals	
Display and delete subtotals	

Choose display variant	 Choose
Change current display variant	
Save display variant	 Save
ABC analysis	 ABC
Spreadsheet	
Word processing	
Print list	
Print preview	 Print preview
Send list	
Save list as local file	

There are some major advantages of using this tool. The ability to sort and filter exactly the records that you wish to see is a feature that is now part of this viewer. For example, the report excerpt below shows two states of a check register listing. The first is an unsorted view.


MWR HQ TREASURY
Millington
Company code 7900

Check register

Bank	NBDIS	NATIONSBANK, NA			
Bank keys	061112788				
Account No.	A0017	3299964231			
Check					
Check number from to	Payment	Pmnt date	Curr.	Amount paid (FC)	Recipient/void re
1000000000	8000000000	09/01/1999	USD	47.32	DAVID ELLIOTT WES
1000000001	8000000001	09/01/1999	USD	6,474.50	RODNEY BRUNSON JA
1000000002	8000000002	09/01/1999	USD	500.00	LONG DIANE ORANGE
1000000003	8000000003	09/01/1999	USD	540.65	JANELLE HOWELL JA
1000000004	8000000004	09/02/1999	USD	5,000.00	SUE TODD ATLANTIC
1000000005	8000000005	09/02/1999	USD	6,616.50	ELAINE DIETZ MAYP
1000000006	8000000006	09/02/1999	USD	232.50	OSC (SW) PATRICK
1000000007	8000000007	09/02/1999	USD	594.00	AMERICAN THEATER
1000000008	8000000008	09/02/1999	USD	856.25	SONNY'S BBQ JACKS

The second shows the sorted report. In this case, we sorted it in descending order based on the check totals. To accomplish this sorting by the amount of the checks, we did the following:

- We clicked in the column heading we wished the records sorted by. In our example this was the Amount paid (FC). By clicking in this column header, the background shading of the column was removed.

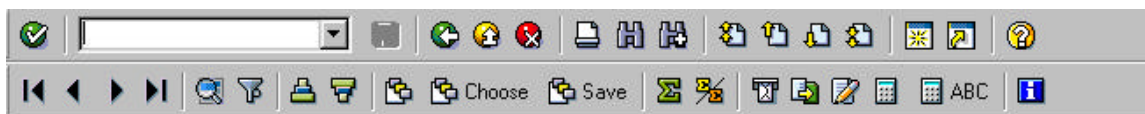
- We then clicked one of the sort icons (Ascending or Descending) located on the Application toolbar . We clicked on the Descending Icon (Left) to arrive at the display below.

MWR HQ TREASURY
Millington
Company code 7900


Check register

Check number from to	Payment	Pmnt date	Curr.	Amount paid (FC)	Recipient/void rea
1000003962	8000003431	01/20/2000	USD	141,840.00	WALT DISNEY ATTRAC
1000004224	8000003699	02/01/2000	USD	121,537.97	DFAS OPLOC SAN DIE
1000001012	8000000590	10/18/1999	USD	75,600.00	COMMANDER NAVY REG
1000004553	8000004023	02/11/2000	USD	69,401.45	DFAS SAN DIEGO CA
1000001699	8000001244	11/08/1999	USD	66,403.88	UMBRELLA FOOD SYST
1000001877	8000001433	11/10/1999	USD	61,421.44	COMMANDER NAVY REG
1000000169	8000000169	09/17/1999	USD	60,000.00	GLENN SMITH PRESEN
1000002527	8000002040	12/01/1999	USD	53,403.29	DFAS SAN DIEGO CA
1000001469	8000001015	11/01/1999	USD	51,420.00	NAVY RESALE AND SE

By checking the tooltips connected to the icons on the toolbar, you will be able to determine the functions available in the ALV for the viewed report. (Slowly move the mouse over the icons to expose the tooltips)



Subtotaling and totaling columns are also very easy with this new ALV. The following excerpt shows the check register subtotaled by the Payment Date field. To accomplish this simple task, we performed the following steps:


- We first determined that we wanted the check register subtotaled by the payment date.
- We then clicked in the column header row titled Pmnt. Date. This removed the background shading temporarily letting us know that we had indeed selected this column.
- We then clicked once on the subtotal icon on the application toolbar  and the following screen display appeared.

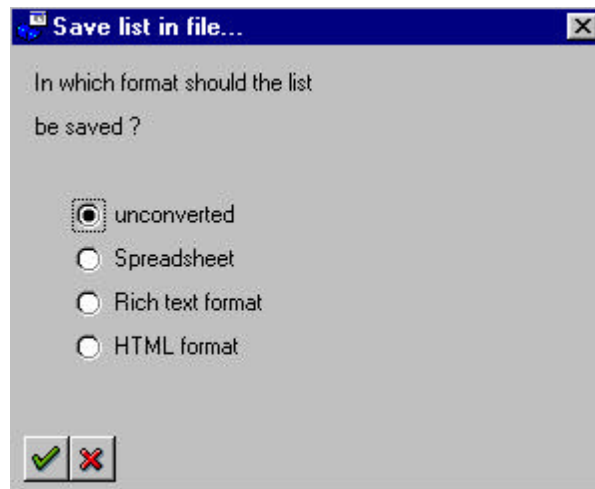
MWR HQ TREASURY
Millington
Company code 7900


Check register

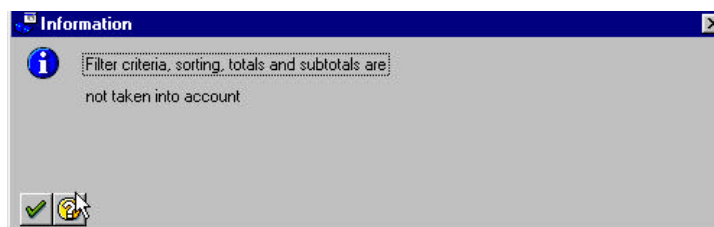
Check number from to	Payment	Pmnt date	Curr.	Amount paid (FC)	Recipient/u
1000000003	8000000003	09/01/1999	USD	540.65	JANELLE HOW
1000000002	8000000002	09/01/1999	USD	500.00	LONG DIANE
1000000000	8000000000	09/01/1999	USD	47.32	DAVID ELLIO
*		09/01/1999	USD	7,562.47	
1000000005	8000000005	09/02/1999	USD	6,616.50	ELAINE DIET
1000000004	8000000004	09/02/1999	USD	5,000.00	SUE TODD AT
1000000008	8000000008	09/02/1999	USD	856.25	SONNY'S BBQ
1000000007	8000000007	09/02/1999	USD	594.00	AMERICAN TH
1000000006	8000000006	09/02/1999	USD	232.50	OSC (SW) PA
*		09/02/1999	USD	13,299.25	
1000000021	8000000021	09/02/1999	USD	60,416.00	UNIVERSAL S

One of the other options available while using the ALV is the ability to save the list to a

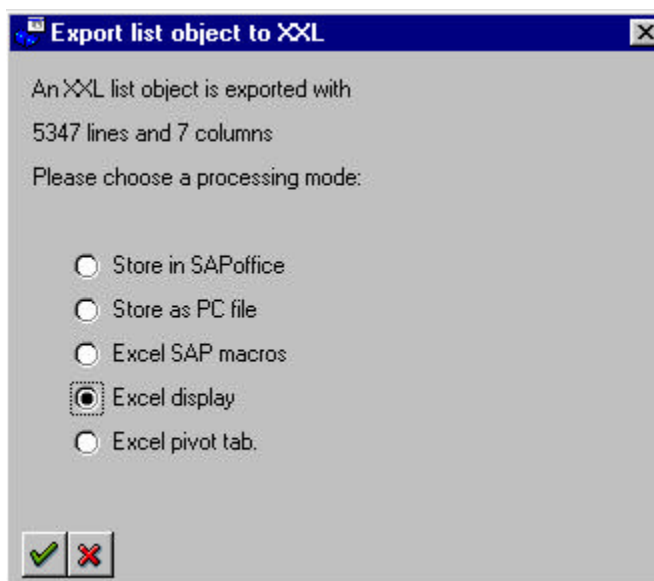
local file. The user may do this by clicking this icon  located on the right side of the Application toolbar. By clicking on this icon, the following window appears offering various formatting choices for saving this report to a local file. You may save this report in its original unconverted format, or as a spreadsheet, or in Rich Text Format, which also saves all the original formatting or as an HTML file which allows the use of Internet browser technology (Internet Explorer or Netscape)



In addition to the options listed above, using another icon on the Application Toolbar , will enable a direct copy into a spreadsheet and expose the following pop-up window.



This information pop-up window informs the user that any sorting criteria and/or totals and subtotals that have modified the look of the report with SAP will be ignored when copied to a spreadsheet. Click the Green check mark continue icon.



This window explains the scope of the file to be copied and allows the user to choose a processing mode. The most useful processing mode to the majority of the MWR/VQ users would be the item checked the "Excel display". By clicking on the Green check mark Continue icon, the file is displayed with Microsoft Excel and can be manipulated and configured as a regular Excel file including sorting, cross-tabulating and producing charts and graphs. Here is an excerpt of the same file within Excel.

 A screenshot of the Microsoft Excel application window. The title bar says "Microsoft Excel". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Tools", "Data", "Window", and "Help". The toolbar shows various icons for file operations and formatting. The status bar at the bottom indicates "A3" and "Check number from to". The main window displays a spreadsheet with columns A, B, C, and D. The data is as follows:

	A	B	C	D
1	Check number from to	Payment	Print date	Recipient/address code
2	1000000000	8000000000	19990801	DAVID ELLIOTT WESTMINSTER CA
3	1000000001	8000000001	19990801	RODNEY BRUNSON JACKSONVILLE FL
4	1000000002	8000000002	19990801	LONG DIANE ORANGE PARK FL
5	1000000003	8000000003	19990801	JANELLE HOWELL JACKSONVILLE FL
6	1000000004	8000000004	19990802	SUE TODD ATLANTIC BCH
7	1000000005	8000000005	19990802	ELAINE DIETZ MAYPORT FL
8	1000000006	8000000006	19990802	OSC (SW) PATRICK M. SAMS MAYPORT FL
9	1000000007	8000000007	19990802	AMERICAN THEATER ARTS FOR YOUTH PHILADELPHIA PA
10	1000000008	8000000008	19990802	SONNY'S BBQ JACKSONVILLE FL

Human Resources

The use of a filter to specify a certain criteria to be part of the report request is another very useful feature of the ALV. To use this feature, first click on the column(s) headings that you want as part of the filtered report. These choices result in the shading being removed from the header. Then click on the Filter icon on the left side of the Application



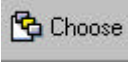

toolbar. This opens a criteria selection window where you can further narrow the scope of the desired report. For example, we are going to narrow the payment date selection to a range of 12/01/1999 to 12/31/1999 as shown.

Once we click the green arrow check mark on the Filter Criteria window, the result of the filter is displayed as shown as follows.

MWR HQ TREASURY Millington Company code 7900			Check register		
Bank	NBDIS	NATIONSBANK, NA			
Bank keys	061112788				
Account No.	A0017	3299964231			
Check					
Check number from to	Payment	Pmnt date	Curr.	Amount paid (FC)	Recipient/void re
1000003349	0000002834	12/30/1999	USD	1,326.00	DENNIS MCCAFFEE H
1000003350	0000002845	12/30/1999	USD	50.00	DFAS DENVER CO
1000003351	0000002839	12/30/1999	USD	22.50	ENCHANTED PARKS I
1000003352	0000002840	12/30/1999	USD	456.00	ENTERTAINMENT PUB
1000003353	0000002849	12/30/1999	USD	261.80	GSA FLEET MANAGEM
1000003354	0000002843	12/30/1999	USD	8.00	KITSAP HASON COUN
1000003355	0000002841	12/30/1999	USD	18.02	MARYSVILLE TRAILE
1000003356	0000002846	12/30/1999	USD	579.60	HCHAUGHTON BOOK S
1000003357	0000002833	12/30/1999	USD	149.73	NATALIE M. TERLAJ
1000003358	0000002835	12/30/1999	USD	595.00	NTN COMMUNICATION
1000003359	0000002844	12/30/1999	USD	100.00	TREASURER OF THE
--			USD	1,064,751.42	

Variants are changes in the basic version of a report which occur when details are omitted or added. In our descriptions, we have changed the sorting, added totals and subtotals, filtered the report selection, etc. and yet the original data remains the same.

There have been a number of variants stored in the system to use for displaying various reports. These standard AIMS variants, named using the following naming convention:

/AIMSxx, may be chosen by using the  icon. These stored variants have all the filters and qualifiers already stored as part of the variant so that by choosing one, the report is immediately displayed. In addition, once you have decided any report listing is exactly what you wish to see, you may save your personal variant by clicking on the  icon. Please note that the name of your individually saved variants must start with a letter.

◆ Getting Help

SAP includes a comprehensive set of online documentation. In addition, the Navy Personnel Command's Morale, Welfare and Recreation Division, Computer Services branch has supplemented the extensive SAP Help system with components, including this manual, written specifically for the Navy MWR/VQ users.

These supplements to SAP includes:

- A comprehensive desk reference and manual explaining what SAP is and exactly how it will work within the MWR/VQ systems.
- The MWR online help system, any MWR documentation and the basic overview training will also be available through the MWR home page to those with Internet access.
- With further implementation of the system, a 24-hour Help Desk will be available to all commands.

The MWR specific components will further enhance the extensive SAP help available.

In addition to the help components that have enhanced SAP standard help, we have put together a list of definitions that will allow a new user to look at what SAP calls something and translate that into what MWR has traditionally called it. Some of these definitions follow:

Item	Definition
Company Code	Replacement for what was traditionally called the Fund number.
Cost Center	This is the replacement for a department within an activity.
ABAP	The programming language in which SAP application programs and reports are created.
Application	A software program or set of programs that perform a specific job. Examples in the R3 system include General Ledger and Accounts Receivable.
Initial screen	The first screen you see when you start any task in SAP. Most tasks consist of more than one screen, but some only contain a single screen.
Search help	A tool for finding a specific record. A search help is made up of search terms such as customer name and zip code.
Transaction code	A variable length character code that represents a particular task. You can use a transaction code, instead of a menu path, to go to the initial screen of a task. You enter the code in the command field.
Possible Entries button	A button with a down-arrow depicted on the face. Click this button to display a list of possible entries for a field.

On-Line SAP Help Documentation Available



Access the SAP Library

To see what kind of documentation is available for a particular application

1. From any screen, choose Help → SAP Library. The SAP library screen appears.
2. Choose the application and topic for which you want more information.



Getting Help on the Task You're Working In

To display step-by-step instructions for the task you are in.

1. From a screen in your task, choose Help → Extended help from the menu bar. The system describes step-by-step instructions for the application you are in.




NOTE: Extended help is not available for every task in the system. If extended help is not available for your task, when you choose Help → Extended Help, the system will display the SAP library screen. From that screen, you can either search for the documentation you need in the library or return to your task.



Getting Help on Messages

SAP displays warning and error messages in the status bar. A system message consists of one line; However, you can get more information about a message.

To get Help on a status bar Message

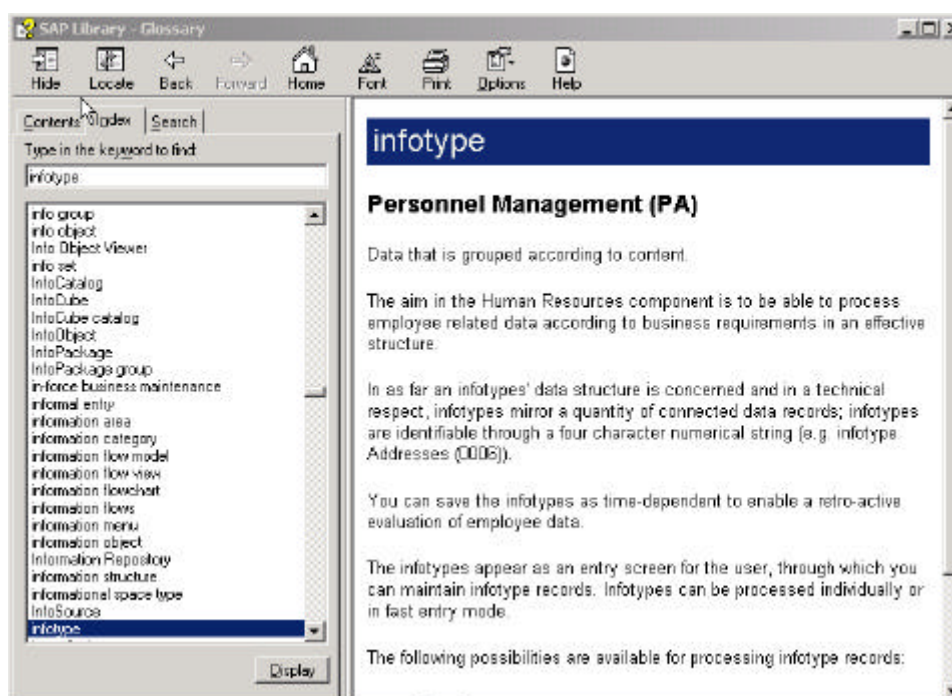
- In the status bar, click anywhere in the message, or position the cursor anywhere on the message and click  or press function key F1.



Getting Help on Terminology

Some terms have meanings specific to SAP. When you find a term that you don't know, you can look it up in the SAP glossary.

1. From the menu bar, choose Help → Glossary. A dialog box appears, in which all the terms from your screen that are defined in the glossary are displayed. Part of a sample glossary list is displayed here.
2. To see the definition of a term, double click on that term, or position the cursor on the term and press function key F2.






Getting Help on Fields and Field Input

Most fields in SAP have Help available. You can get explanatory help on the field in general and you can get help on possible entries for a field.


To display help for a field.

1. Position the cursor on a field.
2. Click on  or press F1. Depending on the settings that you have established, the system displays the field help either in a modeless dialog box or a modal dialog box.

Terms in the field help that are highlighted or displayed in a different color than the surrounding text are defined in the SAP online glossary. To display a term's definition, double click on the term.

In addition to the actual field help, you can also access extended help and technical information.

In the modeless dialog box:

- Click the  button to display the extended help.
- Click the technical info tab to display technical information.
- Additional functions, such as printing, searching, maintaining entries, and downloading help, are available in the application toolbar of the modeless dialog box.

In the modal dialog box:

- Click the Extended Help button to display the extended help.
- Click the Technical Info button to display technical information.
- If you position the cursor in the help window and press the right mouse button, the system displays a pop-up menu. This pop-up menu provides you with access to printing, lists of possible entries, and field format.



Getting Help on Possible Entries for a Field

When you need help on which values you can enter in a field, you can display a list of possible values or search helps. A search help is a tool for finding a record that has the field value you need.

To display a list of possible entries for a field.

1. Position the cursor in the field. A possible entries arrow appears to the right of the field. If no possible entries arrow appears, you cannot display a list of entries for this field.
2. Click on the possible entries arrow. A list of possible values for the field is displayed.

Company code			
CoCd	Company name	City	Curr.
1019	MWR NAVSTA MAYPORT	Mayport	USD
1034	MWR NAS JACKSONVILLE	Jacksonville	USD
1176	MWR NAVHOSP BREMERTON	Keyport	USD
1287	MWR COMNAVREG, N.W.	Keyport	USD
1292	MWR SUBASE KINGS BAY	Kings Bay	USD
2307	MC FUND CINCLANTFLT NORFK	Norfolk	USD
2309	MC FUND CINPACFLT PRL HAR	Pearl Harbor	USD
2310	MC FUND CHIEF BUMED WSHDC	Washington D.C.	USD
7900	MWR HQ TREASURY	Millington	USD
8019	VQ NAVSTA MAYPORT	Mayport	USD
8034	VQ NAS JACKSONVILLE	Jacksonville	USD
8172	VQ COMNAVREG, N.W.	Keyport	USD
8292	VQ SUBASE KINGS BAY	Kings Bay	USD
9307	MC FUND CINCLANTFLT VQ FD	Norfolk	USD
9309	MC FUND CINCPACFLT VQ FND	Pearl Harbor	USD

3. Place the cursor on the desired value and double click or press F2. The system inserts the chosen value for the field.

Limiting the Possible Entries List

The number of possible entries for a field may be quite large. You may limit the size by using the wildcard character “*”.

1. Position the cursor in a field with a search help. You can recognize a search help field by the appearance of a triangle in the lower right corner of the field. When you place the cursor in the field, the possible entries arrow appears next to the field.
2. Enter the first character or characters of a field value, followed by a. Example, pa or 3* or k*.
3. Click on the possible entries arrow. A list of field values is displayed.
4. To choose a value from the list, double click on it (or position the cursor on a value and press F2). The system inserts the value into the field.



Searching for Field Values Using Search helps

When listing the possible values for a field using the possible entries button or F4, you will sometimes get a list of search helps. Fields such as the Account Number field have too many values to list. For this type of field, you can use search helps to find the record that has the field value you need.

What is a Search help?

A search help is a tool for finding records. It is made up of search terms that are arranged in a specific order. For example, you wish to update a customer record and you don't know the customer's account number. You can use the information that you do know about the customer, such as their name, city, etc. to search for the account number. Name and city are search terms.

When you use a search help, you do not need to enter information in all the search terms. Search helps are flexible in that you can enter search terms you know and skip search terms you do not know.

SAP comes with pre-defined search helps, and more may be added. There are two methods of using search helps.

- You do NOT know which search help to use = Use the Simple Method.
- You know which search help to use and the order of its search terms = Use the Fast method.





Searching for a Field Value When You Do Not Know the Search help

Before you attempt to use search helps, you should be familiar with the parts of a search help. When you want to find a field value but don't know which search helps are available, follow these steps:

1. Position the cursor in a search help field and click on the possible entries arrow or press F4. The search helps available for the field are displayed.

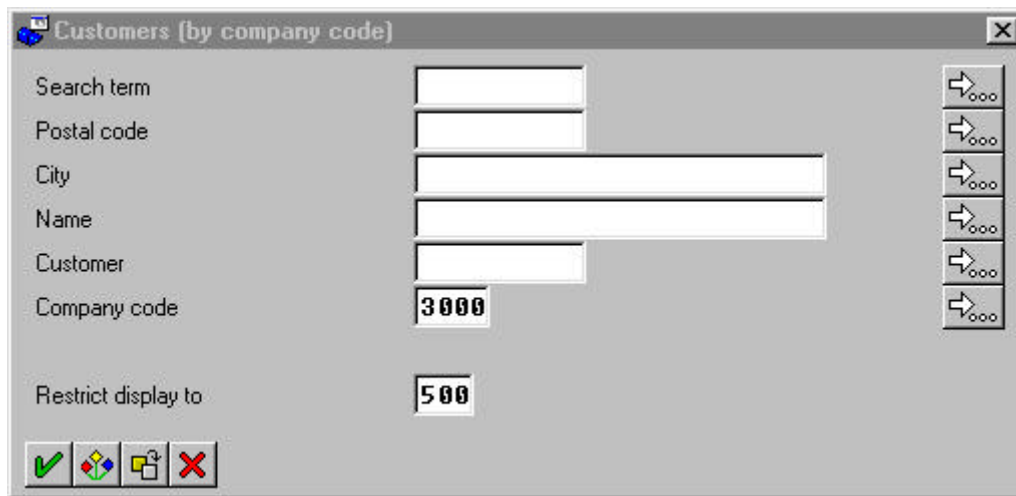
OR


If you selected a search help for this field previously, the system proposes the previously chosen search help as the default. If you do not wish to search with this default search help, select  or press F6.

If the list of search helps is long, select  or press SHIFT+F4 to search for the specific search help you want to display.

2. Double click on a search help (or position the cursor on a search help and press F2)

In the example below, we are using search help 3000 in the company code field to search for customer records.



3. Enter the search codes that you know; then click on  or press ENTER.

All the records that match your search terms will be displayed. If you do not enter any search codes, the system will display all the records for the search help (In our example, all the records that match Company Code 3000.) If the system cannot display all the records, you will receive a system message in the status bar. You will need to reduce the number of records found by entering one or more search terms.


4. Double click on a record (or position the cursor on a record and press F2).



Searching for a Field Value When You Know the Search help

Using a known search help is a faster method for finding a record. Before you can enter the search help, you should be familiar with the parts of a search help.

A field that uses search helps is identified by a triangle in the lower left corner of the input field.

1. Enter the search help in a field; then click on  or press ENTER.

All the records that match will be displayed. If no records are displayed, make sure your search help is valid and the order of your search terms is correct. Press ENTER to display a list of available search helps.

2. Double click on a record (or position the cursor on a record and press F2)

SAP enters the chosen value into the field in Step 1. The system may also enter values in other fields (if these fields are dependent on the field in Step 1).

The search help syntax consists of four parts: an equal sign, a search help identifier, periods (full stops), and search terms.

Parts of a Search help

A typical example of a search help is:

```
=k.customer_name.postal_code.city.account_number
```

The parts of this search help are

=	Every search help must begin with an equal sign
k	The search help identifier (ID), may be any letter. The search help identifier must follow the equal sign. There may be other search helps that begin with k; however each search help has a unique arrangement of search terms. Whoever created the search help determines the search help identifier.
. (Period)	Each search term is separated by a period. Periods also act as placeholders for those terms you do not know. If you skip a search term, you enter a period in place of the search term.
customer_name. postal_code ...etc.	These are the search terms for this search help. You must enter the search terms in the order indicated. For example, you must enter the search term customer_name before the search city.

Search Help Examples

If you know the search help and the order of its search terms, you can enter this information directly into a field.

The following example shows how you enter search helps directly into fields and the results that the search helps produce. These examples are for the following search help:

```
=k.customer_name.postal_code.city.account_number
```

IF YOU ENTER THE SEARCH HELP...	SAP DISPLAYS...
=k.smith.10038	All the records for customers named Smith whose zip code equals 10038
=k.smith..Sydney	All the records for customers named Smith who live in Sydney. You skip the postal code by entering a period in its place.



Getting Help on Reports

You can get general information about a report, for example the purpose of the report and the type of list the report produces. You can access help from within a report by choosing Help → Extended Help.

1. From the menu bar, choose System → Services → Reporting
The report selection screen appears
2. In the Program field, enter the name of the report for which you want help.
3. Click on Execute.
The system displays the selection criteria entry screen
4. From the menu bar, choose Help → Extended Help.
General information about the report is displayed.



Getting Status Information About Your System

SAP provides information about the system you are working on and the SAP graphical user interface (GUI), the front-end, you are using. You can display this information at any time.

Note: If you encounter any problems while working in SAP, it may be helpful for you to display this information. Also, if you need to contact technical support, you may be asked to provide some of this information.

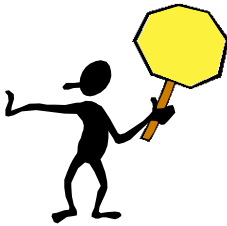
Steps for Getting Information About the Status of SAP

- From the menu bar, choose System → Status

A dialog box appears, containing various kinds of information about the system you are working on, such as the name of the program currently running, the transaction code of the current task, the SAP release number, and so on. Two sample status dialog boxes are shown here.

Usage data	
Client	401
User	THENNESSY
Language	EN

SAP data	
Repository data	
Transaction	S000
Program (screen)	SAPMSYST
Screen number	40
Program (GUI)	MENUS000
GUI status	MEN



This concludes the Overview portion of this guide. As you continue through the remainder of the guide, refer back to this section if you have any questions regarding general steps for navigating through SAP.

